

Texas Historical Commission Job Vacancy Notice

Position Title:	Maintenance Supervisor
Classification Title:	Maintenance Supervisor II
Job Posting Number:	21-2100-22
Salary:	\$3,100.00-\$3,500.00
Salary Group/Class#:	A15/9054
FLSA:	Non-Exempt
Opening Date:	12/28/2020
Closing Date:	Until Filled
Duration:	Regular, Full-time
Hours/Week:	40
Work Location Address:	French Legation State Historic Site, 802 San Marcos St., Austin, TX 78702

JOB OBJECTIVE: Under the direction of the Site Manager, performs journey-level supervisory and maintenance work at the French Legation State Historic Site of the Texas Historical Commission (THC) intended to preserve its historic structure, maintain high standards of presentation for the grounds and gardens, sustain operations, and ensure the safety of visitors and staff. Work involves planning, scheduling, performing and overseeing maintenance and repair work and an understanding of horticultural and historic preservation principles. Work also includes supervising the work of volunteers, contractors, and vendors. The maintenance supervisor also assists with daily operations of the historic site to include and closing of the site, janitorial and cash handling duties, and assisting visitors as needed. Work under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Plan, schedule, perform and supervise maintenance and repair work, such as plumbing, carpentry, painting, electrical, and mechanical.
2. Plan, schedule, perform and supervise routine grounds keeping work, such as mowing, edging, trimming hedges and branches, fertilizing and watering trees and shrubs; removal of dead plants, debris, trash and weeds, and removal of trees and branches that may pose hazards.
3. Plan, schedule, perform routine/ daily janitorial duties , such as cleaning and maintaining restrooms.
4. Oversees the development of landscape plans that preserve historic gardens and specimen trees while including new plantings and unique specimens in keeping with the site as a horticultural showcase.
5. Identify maintenance issues and create plans to fix problems. Communicate concerns and recommendations promptly to the site manager with historic preservation and safety as top priorities. Coordinate work assignments with site manager to ensure efficient and effective use of all resources.
6. Calculate material and labor costs for maintenance projects. Develops purchase estimates for grounds and building maintenance and orders parts and supplies once they have been approved. Meet with vendors to determine scope of work for special projects.
7. Maintain security system, HVAC, sump pumps, lighting, and irrigation systems.
8. Perform site pest management for grounds and trees. Apply pesticides, fungicides, and/or herbicides using proper equipment and approved methodologies.
9. Maintain and update the cyclical maintenance and housekeeping plan for the site's historic and non-historic buildings and grounds and ensures its completion each year.
10. Serves as the site's Assigned Duty Safety Officer. Ensures all maintenance work meets safety standards and regulations, reports all safety concerns to the Site Manager, conducts monthly safety meetings with staff, and assists the Site Manager in the implementation and updating of the site's Emergency Action Plan.

11. Ensure all equipment, supplies and relevant permits and inspections for the site's safety and security are maintained including the site's electronic security system, cameras, fire extinguishers, and AED and other first aid supplies.
12. Maintain records of materials and supplies used and work with administrative staff to reorder in a timely manner. Works with administrative staff to reconcile receipts and credit card reports related to maintenance expenses.
13. Develop, implement, supervise, and track an Integrated Pest Management Plan for the site.
14. Maintain site vehicle and equipment and submit monthly vehicle reports. Schedule maintenance work to be done according to the vehicle's mechanical warranty guide.
15. Work in coordination with THC staff architects and provide photos and reports as requested.
16. Perform carpentry work such as the installation, alteration, repair, and maintenance of non-historic buildings, doors, windows, wood fixtures, and furniture.
17. Maintain and repair electrical outlets, switches, fixtures, and accessories and splices wires and cables.
18. Perform maintenance work such as painting, plumbing, electrical, HVAC, and mechanical.
19. Supervise and coordinate the work of others, including volunteers and community service workers.
20. Perform other work as assigned; including janitorial/ custodial duties, special event preparations such as setting up and taking down tables, tents, chairs, and signage.
21. Attend training as needed, including but not limited to those offered by the State Office of Risk Management (SORM).
22. Provide general assistance, information and direction to site visitors. May conduct occasional visitor sales using the Point of Sale (POS) program, answer phones and takes messages as necessary.
23. Adhere to established work schedule with regular attendance.
24. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

25. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from a senior high school or GED equivalent;
- Minimum five years' general maintenance experience in repairing buildings, equipment, plumbing, electrical systems, and landscape maintenance;
- Minimum two year's supervisory experience overseeing the work of others and the workflow of maintenance projects;
- Work experience operating lawn mowers, tractors, trucks, and power hand tools;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 5% of the work period.
- Experience with property management maintenance.

PREFER:

- Work experience with historic structure general maintenance, renovation, and repair;
- Experience working in nurseries, greenhouses, arboreta, or other horticultural operations.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the repair, maintenance, and operation of buildings and electrical systems;
- Knowledge of building materials and fire and safety regulations;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in areas such as horticulture, landscaping, carpentry, electrical, plumbing, painting, equipment/vehicle repair;
- Effective verbal and written communication, human relations and organizational skills;
- Skill in the use of hand and power tools and equipment operation and maintenance;
- Skill in the use of grounds keeping and maintenance tools and, in the operation, and maintenance of motorized equipment;
- Skill in providing customer service excellence to both internal and external customers;
- Ability to operate a personal computer with word processing, database and spreadsheet software;
- Ability to perform maintenance tasks following instructions and interpreting drawings and diagrams;
- Ability to interact professionally and cooperate productively with co-workers, supervisors, volunteers and stakeholders in a team environment;

- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: The workplace setting is a historic site, in an office and in outdoor settings where there is exposure to high temperatures, weather, dust, insects and pollution. This employee typically works irregular hours other than 8:45 a.m. to 5:15 p.m., with days off other than Saturdays, Sundays or holidays. Work involves pulling and pushing, kneeling, stooping and bending, safely climbing, safely lifting items up to 50 pounds. Work includes traveling on uneven pathways and unpaved surfaces.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work In Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_Maintenance.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

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